



## INSTRUCTIONS FOR COMPLETING LIVE SCAN SERVICE FORM

Live Scan is an automated service that the California Department of Justice (DOJ) provides to agencies that require criminal history background checks from the DOJ and/or Federal Bureau of Investigation (FBI) as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Live Scan digital submissions provide the quickest way to submit and process background checks.

Below are the instructions for completing the Request for Live Scan Service Form:

### **STEP 1**

Fill out the following information on the pre-printed Live Scan Service Form, which can be obtained either from the Bureau or downloaded from the Bureau's website at [www.fiduciary.ca.gov](http://www.fiduciary.ca.gov).

- |                           |   |
|---------------------------|---|
| 1. Name of Applicant:     | Applicant's Last Name, First Name, and Middle Name.                 |
| 2. Alias:                 | Aliases (including any maiden name) of the applicant.               |
| 3. Date of Birth:         | Applicant's date of birth (month, date, year).                      |
| 4. Sex:                   | Applicant's gender.   |
| 5. Height:                | Applicant's height.   |
| 6. Weight:                | Applicant's weight.   |
| 7. Eye Color:             | Applicant's eye color.  |
| 8. Hair Color:            | Applicant's hair color.   |
| 9. Place of Birth:        | Applicant's location of birth (such as city and state).             |
| 10. SOC:                  | Applicant's social security number.                                 |
| 11. Driver's License No.: | Applicant's driver's license number.                                |
| 12. Home Address:         | Applicant's home address or P.O. Box (include city/state/zip code). |

### **STEP 2**

Take the three copies of the completed Live Scan Service Form to a Live Scan service site to have your fingerprints electronically submitted to DOJ and the FBI. For a listing of a Live Scan service site near you, please visit DOJ's website at <http://caag.state.ca.us/app/livescan.htm>.

### **STEP 3**

Pay the Live Scan Operator. The Live Scan Operator will collect the fingerprint processing fees directly from you. The processing fee for DOJ is \$32.00 and \$19.00 for FBI. However, check with the Live Scan service site to determine if additional fees are charged for "rolling" prints and/or administrative processing. Ensure the Live Scan Operator completes the bottom portion of each form.

### **STEP 4**

Submit the **Second Copy** of the Live Scan Service Form, which should be signed by the Live Scan Operator and have the ATI number on it, to the Bureau with your application.

If you have any questions regarding the process, please contact the Bureau at (916) 574-7340.